FACILITIES EMERGENCY PLAN

2014

Benton County, Arkansas









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Introduction

This manual is a tool designed to guide you in the event of an emergency at a Benton County facility. We have taken every reasonable effort to ensure the accuracy and completeness of the information in this manual. We have attempted to make the material concise, simple, and instructional therefore it covers only the most common emergencies, not every potential event. In an emergency it is imperative to use good common sense. Always use initiative, intuition and good judgment to assure your own personal safety. Since every situation is different, your response will depend on the particular circumstances of the emergency.

It is every employee's responsibility to know what action to take before, during, and after an emergency. Please read this manual and practice the procedures outlined within. Familiarize yourself with your workplace environment, other employees who work nearby, and emergency preparations and procedures. Discuss the contents of this manual with your co-workers and test them before you need them. Have a rehearsal and walk through the procedures. Take the necessary precautions mentioned in this manual.

BENTON COUNTY EMERGENCY INFORMATION

The Benton County website, BC Alert, and broadcast email or phone messages may be used to provide emergency information and instructions to Benton County staff. BC Alert is the primary means to communicate emergency messages. Messages may be communicated

by telephone. Alerts may also be received by email or text for registered users. Employees are encouraged to register their email, cell phone, or smart phone at www.bcalert.com

BUILDING LIFE SAFETY FEATURES

Life safety features found in Benton County facilities include a fire/smoke detection and alarm systems, public address systems, elevator recall systems, and fire control systems. Floors may be equipped with pull stations, audible alarms and strobes, voice notification speakers, illuminated exit signs, fire extinguishers, wet standpipes with fire hoses, and emergency lighting. Each floor has posted evacuation floor plan placards that identify the nearest exit route. (These systems vary by facility; ask your supervisor for more information on the life safety systems found in your facility).

Many of the county facilities contain monitoring systems for fire, intrusion, and/or duress. These systems are typically monitored by Cencom during normal business hours, and many are monitored 24-7. Your manager can inform you if your facility is monitored.

FIRE ALARM AND SMOKE DETECTORS

Fire alarm pull stations and smoke detectors are located throughout many of the facilities. Manual pull stations are located at stairwell entrances and in elevator lobbies. Activation of the alarm will send an

audio/visual signal to the firefighter's control panel identifying the location and cause of the alarm, and the affected facility will be notified by a loud audible alarm with flashing strobe lights.



SPRINKLER SYSTEM

Many facilities have an automatic sprinkler system equipped with water flow detectors that monitor building conditions. Activation of any sprinkler head will cause an alarm to sound and will summon security and public safety personnel.

FIRE STANDPIPES & HOSES

Water is pumped to every floor through wet standpipes accessible by the Fire Department.

FIRE EXTINGUISHERS

All-purpose "ABC" dry chemical fire extinguishers are located on every floor. If you use or discharge an extinguisher for any reason, please notify facilities management so the extinguisher can be recharged or replaced immediately.

ELEVATOR RECALL AND EMERGENCY SERVICE

Elevators are a dangerous place to be in a fire. The heat and damage caused by a fire can register a false "call" on the floor where the fire is burning, causing the elevators to reroute to that floor. Accordingly, the following systems have been installed to prevent people from using or attempting to use the elevators

during a fire. Do not use the elevators during a fire.

AUTOMATIC RECALL

If any of the smoke detectors installed in the elevator lobbies sense smoke, the automatic elevator recall system is activated immediately. All elevator doors will close and the cars will return to the ground floor, where they will remain with doors open until released by facilities management or Fire Department personnel.

EMERGENCY FIREFIGHTER SERVICE

After the elevators have been recalled to the ground floor, firefighters may put them into emergency use. A key switch located in each car allows manual operation using the "open door" and "close door" control buttons.

If an elevator malfunctions, a passenger should press the alarm button located on the lower right hand panel of the elevator to summons assistance.

EVACUATION PLAN SIGNS

Evacuation Plan signs located throughout the facilities provide emergency instructions and evacuation procedures and contain a floor plan showing exits and fire equipment locations.

EMERGENCY POWER AND LIGHTING

Many facilities include an emergency generator that operates automatically during a power failure, powering all safety equipment and emergency lighting. The emergency power system runs the fire pump, and provides emergency exit lighting in common areas, restrooms, and stairwells.





Emergency Organization

Every county employee has a responsibility before, during, and after an emergency.

THE FACILITY EMERGENCY RESPONSE TEAM

The facility emergency response team is composed of administration, management, facilities management, security, and pre-appointed evacuation monitors, and has been designated to perform specific tasks in the event of an emergency. It is important for all building occupants to be familiar with these key personnel and follow their directions in a timely and organized manner.

BUILDING SECURITY

Building security is provided by the Benton County Sheriff's Office. Security personnel are responsible for the safety of all county employees and visitors, and perform duties in order to maintain safety. Such duties include but are not limited to:

- Maintaining site security and access control.
- Reporting any potential fire and life safety issues.
- Documenting incidents involving implementation of any part of the Facilities Emergency Plan.

- Assisting as needed in restoring building services following any event requiring activation of the Facility Emergency Plan.
- Facilitating emergency evacuations and protective measures during activation of the Facility Emergency Plan.

EVACUATION MONITORS

Evacuation monitors provide a critical link between building occupants and safety personnel. Evacuation monitors are appointed by their elected official.

Monitors are responsible for a specific physical area and may recruit fellow employees for special assignments in managing an emergency.

Evacuation monitors have the following emergency and non-emergency responsibilities:

 Knowing the physical layout of adjacent areas as well as the layout of their own area.

- Knowing the locations of the nearest exit and alternate exits, and the direct routes to each
- Knowing the location and condition and how to operate the



nearest fire extinguishers.

- Knowing emergency procedures.
- Instructing coworkers in various emergency roles, recruiting and training members of the Facility Emergency Response Team.
- Ensuring that new employees have a copy of this Emergency Procedures manual.
- Knowing how to assume control, maintain calm, and prevent panic in the event of an emergency.
- Communicating information to building occupants during and after an emergency.
- Knowing the names and work locations of building occupants who may have physical difficulty in evacuating the building, and assigning a fellow employee to assist those individuals during an emergency.
- Advising security of adverse floor conditions.

BENTON COUNTY STAFF EMERGENCY ROLES

Evacuation monitors may delegate

the following roles to employees to perform in an emergency:

Functional Needs Assistant

At the direction of the Evacuation monitor, a designated employee will assist any individual who may have difficulty evacuating the building due to functional issues.

Searchers

At the direction of the Evacuation monitor, designated individuals will begin a search of the office suite area. These employees will search the office space, including conference rooms, closets, supply rooms, and restrooms to confirm that everyone has responded to a fire alarm or other directions to evacuate the building. Searchers will turn off lights and close all doors as they proceed to indicate that occupant(s) have left. Once searchers are absolutely certain that no one is left on the floor. they should advise the Evacuation monitor that the floor is vacant.

in a single file down the stairs, cautioning them to keep to the left side of the stairway so as to reduce congestion in the stairwell.

Evacuation Monitors are responsible for a specific physical area and provide a critical link between building occupants and safety personnel.

Elevator Lobby Monitor

At the direction of the Evacuation monitor, this individual will assume a position at the elevator lobby to direct people away from the elevators and to the nearest exit stairwell.

Stairwell Monitor

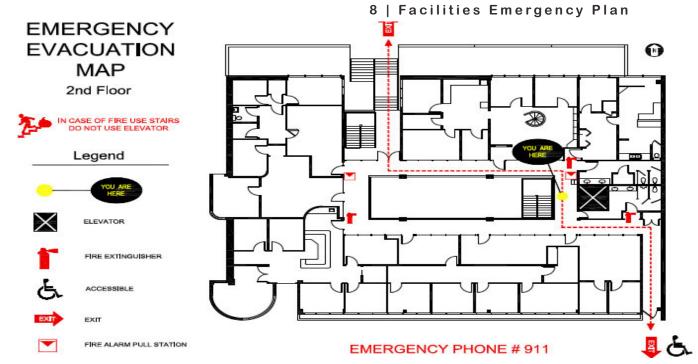
At the direction of the Evacuation monitor, this individual will assume a position at the stairwell door and instruct occupants to walk quietly

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Procedures

In the event of an emergency, these procedures will guide response and actions to that type of emergency.



Evacuation and Relocation Procedures

It is imperative to practice a building evacuation plan before an emergency occurs. In the event that a fire alarm or public address announcement identifies an emergency situation within a facility or floor that requires evacuation, follow the following procedures:

- 1. Remain calm and orderly. Walk quickly but do not run. Follow the instructions of your Evacuation monitors.
- 2. Evacuation monitors and their designees will perform the following tasks:

Evacuation monitor/assistant evacuation monitors: Move building occupants to the closest exit. Coordinate efforts of all Emergency Response Team members and ensure complete evacuation (including remaining ERT members).

Elevator Lobby Monitor: Stand by the elevators and redirect people to the stairwells.

Searchers: Search the floor to make sure everyone is out. Check all enclosed spaces such as bathrooms, storage closets and kitchens.

Disabled Assistant: Help any person needing assistance to move to the exit.

Stairwell Monitor: Assume a position at the stairwell door to instruct occupants to walk in a single file down the stairs and to fully evacuate the building.

- 3. DO NOT USE THE ELEVATORS. Evacuate the building using the emergency stairwells only. Go to your assigned relocation site.
- 4. Immediately report to Security or fire department personnel the location and condition of any individuals who could not be evacuated.
- 5. Stand by for further instructions.

Relocation Sites

Road Department

1204 SW 14th St., Bentonville Front parking lot

Road Department East

17900 Dennis Mitchel Rd., Garfield Front parking lot

Road Department West

200 Spavinaw Ave., Decatur Front parking lot

Public Defender

1204 SW 14th St., Bentonville Front parking lot

Election Commission

1204 SW 14th St., Bentonville Front parking lot

Assessor's Annex

221 S. Main St., Bentonville Front parking lot

Environmental & Planning

905 NW 8th St., Bentonville Front parking lot

Juvenile Justice Center

1301 Melissa Dr., Bentonville Front parking lot

Gravette Assessor & Collector Annex

901 1st Ave SW, Suite C Front parking lot

Siloam Springs Assessor & Collector Annex

707 Lincoln St., Siloam Springs Front parking lot

Siloam Springs Clerk's Annex

707 Lincoln St., Siloam Springs

Front parking lot

Siloam Springs Health Department

101 W. University St., Siloam Springs

Front sidewalk

Rogers Office

1428 W Walnut, Rogers Front parking lot

Sheriff's Office

1300 SW 14th. Bentonville Front parking lot

Administration Building

215 E.Central Ave., Bentonville Front parking lot

Courthouse

102 NE A, Bentonville Administration Building parking lot

Division 6 Courtroom

202 E Central Ave.. Bentonville East parking lot

Division 2 Courtroom

210 NE 2nd, Bentonville

East parking lot



Fire Procedures

WHAT TO DO IF YOU SEE FIRE

- Activate the nearest fire alarm pull station.
- Call 9-1-1. Report your exact location (floor/office #) and type of fire. Give your name and phone number —don't hang up until the operator tells you to do so.
- Warn others in the immediate area.
- Use an extinguisher only if the fire is small and it is safe to do so.
- Begin evacuation procedures:

Evacuation monitor: Move building occupants to the closest exit. Coordinate efforts of all Emergency Response Team members and ensure complete evacuation (including any remaining FERT members).

Elevator Lobby Monitor: Stand by the elevators and redirect people to the stairwells. Searchers: Search all offices on your floor to make sure everyone is out. Check all enclosed spaces such as bathrooms, storage closets and kitchens. Turn lights off and close doors to indicate that they are vacant.

Disabled Assistant: Accompany any person requiring assistance to the exit.

Stairwell Monitor: Assume a position at the stairwell door to instruct occupants to walk quietly in a single file down the stairs and exit the building.

Use caution when you approach a closed door –there may be fire behind it.

• Carefully check for heat with the back of your hand by lightly touching the door frame near the top, and then check the doorknob. Do NOT open hot doors -go to an alternate exit.

- If the door is cool to the touch, brace yourself and open it slowly. You may need to shut it quickly if you encounter flames or smoke.
- If you find yourself faced with an area filled with smoke, enter carefully and close the door behind you.
- If you encounter heavy smoke, drop to your hands and knees and keep your face near the floor.
- Follow the wall to the nearest exit and leave the building.

What to do if you are trapped in the building:

- Stay calm. If safe, proceed to a room with an outside window and stay there.
- If there is a working telephone in the room, dial 9-1-1 and tell the dispatcher exactly where you are, even if you see fire trucks below.
- To help rescuers find you, stay where they can see you and wave something bright and light-colored to attract their attention.
- To keep smoke out of your refuge area, stuff the cracks around the door and cover the ventilators with clothing, towels or newspapers.
- If water is available, dampen a cloth and breathe through it to reduce smoke inhalation.
- Rescuers will begin with those who are in the most immediate danger, so your rescue may take time.
 Above all, think before you act and be patient until help arrives.

WHAT TO DO IF YOU HEAR THE FIRE ALARM

Begin evacuation procedures (see above).

HOW TO USE A FIRE EXTINGUISHER

Dry chemical fire extinguishers are effective on all types of small fires. Extinguishers are generally located near kitchens, copy rooms, or restrooms.

Extinguishers should only be used on small fires (wastebasket-sized). If the fire is discovered while it is still small enough to be contained, take the extinguisher, stand back

8–10 feet from the fire and follow the PASS SYSTEM:

Pull the retaining pin.



- Aim the nozzle at the base of the flames.
- Squeeze the handle completely to discharge the dry chemical on the fire.
- Sweep the nozzle from side to side. Go slightly beyond the fire area with each pass. Once the fire is out, wait before leaving the area. If the fire reignites, you may need to make another application.

Fire extinguishers can generate a great amount of dust when used, so be careful-dust contains noxious fumes. Since smoke inhalation is the major cause of fire deaths, cover your mouth and nose with a wet cloth whenever possible.

If it is not feasible to use an extinguisher, begin evacuation procedures at once. Close doors behind you to

contain the fire.



Medical Emergency Procedures

- Stay calm and determine the nature of the medical emergency.
- Dial 9-1-1
- Identify yourself and your exact location, including the floor and office number.
- Describe the nature of the emergency. Take note of any bracelets identifying a medical condition.
- Facilities with security can lead emergency medical responders to the exact location, they will be notified by Cencom when you dial 9-1-1 from a land line phone.
- Advise fellow employees of the emergency and request assistance. Secure the belongings of the patient.
- Administer first aid to the degree that you are trained to do so.
- Make sure someone stays with the patient. Do not move the patient!



Bomb Threat Procedures

BOMB THREAT CALLERS send warnings of possible bombs for a variety of reasons: to make a statement, to create panic or disrupt normal business, to get "free" publicity for a cause, or because they know of a threat and want to alert people to evacuate the building. Rarely does the caller want to injure people if that were the case, they would not bother to inform anyone of the bomb.

A bomb threat may be delivered over the telephone (most common), through the mail, by messenger, on a note left in a public place, or even on your computer screen. While statistically most bomb threats turnout to be hoaxes, they must all be taken seriously.

In the case of a bomb threat, immediate notification of building occupants or a complete evacuation of the building is not always the safest way to handle the situation. The confusion and panic associated with a bomb threat may pose greater dangers than the threat itself -if it turns out to be a hoax. A calm and methodical search of the premises is the safest way to determine if the danger is real and if evacuation is necessary.

RECEIVING A BOMB THREAT

The majority of threats are made by telephone. If you should receive the call, remain calm and concentrate on the exact wording used in the message. Focus your attention on the call. Details are invaluable in evaluating the threat. In addition, after the threat has been

resolved, the investigators will benefit from as much detail as you can provide. Follow these guidelines:

- Remain calm and try to keep the caller on the line.
- Refer to the Bomb Threat Form on the following pages and ask the caller as many questions as possible gather as much information as you can.
- Notify CENCOM immediately by dialing 9-1-1 from a landline phone. Security will be notified.
- Wait calmly for further instructions from law enforcement, security, or management.
- Do not mention the call to anyone else.

BOMB SEARCHES

You know your work area better than anyone else. What may appear commonplace to you may seem out of place to an "outsider" and vice versa. For this reason, Security will often ask occupants to search their own workspaces and/or office suites.

In the event of a bomb threat, Security will make appropriate announcements over the PA system. Please pay careful attention to these announcements and follow any instructions given.

Following the guidelines below, search your own work area if instructed to do so.

- Verify that your immediate work station or office suite does not contain foreign, unidentified, or suspicious object(s).
- Carefully search a coworker's space if he or she is absent.
- Take personal belongings with you if and when you evacuate. They may cause unnecessary wasted searching efforts.

IMPORTANT POINTS TO REMEMBER WHILE SEARCHING

If asked to search your area, please follow these guidelines, and remember that your safety comes first-do not take unnecessary risks!

- Be suspicious of anyone unfamiliar loitering in the area or showing overt curiosity.
- Begin at one end of your work area and search methodically to the other end. Search every location.
 Remember that devices are most readily concealed in areas that have the easiest access.
- Look for anything unusual or out of place.
- Look high and low, not just at eye level. For instance, search an area on three levels: floor to knees, knees to shoulders, shoulders to ceiling.
- Pay particular attention to the following areas:
 - Lobbies
 - Trash receptacles
 - Public phone areas
 - Drinking fountains
 - Fire extinguisher cabinet
 - Restrooms and locker rooms
 - Food service areas
 - Closets, hallways, and passageways
 - •Any areas readily accessible to the public
- If you should encounter a suspicious- looking package or a questionable item, do not touch it! Try to establish ownership of the item in question. If no one claims it, then there is a good chance that it doesn't belong there. Alert others in the immediate area, report it to your supervisor and follow his/her instructions.
- Immediately report the results of your search to the appropriate party, as instructed.

Bomb Threat Form

Try to calmly ask the following questions:

1.	When is the bomb going to explode?
2.	Where is it right now?
3.	What does it look like?
4.	What kind/size of bomb is it?
5.	What will cause it to explode?
6.	Did you place the bomb?
7.	Why?
8.	What is your address?
9.	What is your name?

SEE THE NEXT PAGE FOR DETAILED INFORMATION TO
OBTAIN ABOUT THE CALLER

Bomb Threat Information

TRY TO DETERMINE THE FOLLOWING:

(Circle all that apply)

Caller's Voice

Excited

Calm Angry

Loud Rapid

Slow Laughing

Crying Normal

Distinct Lisping

Stuttering Nasal Tone

Slurred

Whispering Deep

High-pitched Disguised

Accent Raspy

Clearing Throat Cracking Voice

Deep Breathing Unfamiliar Voice

Familiar Voice

If familiar, who did it sound like?

Background Sounds

Soft Booth

Cafe/Bar Voices

Street Noise Music

PA System Motor

House Noises Office

Animal Noises Static

Clear Local

Long Distance Other

Factory Machinery

Threat Language

Well-Spoken Foul Language

Incoherent Rational

Righteous Good Grammar

Choice of Words Taped

Write down as much of the message as you can

remember.

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Civil Unrest/Terrorism Incident Procedures

In the event of civil unrest, terrorism threat/attack, or other civil defense emergency, you will be notified via the building public address system or other means.

Please observe the following guidelines:

- Follow the instructions of Security and Management. Employees will be notified over the public address system whether to evacuate or if it is unsafe to leave the building.
- Use good judgment, remain calm and stay on your floor unless you are in an unsafe position or are instructed to leave by Security.
- Secure all valuable materials in a safe place.
- Cooperate with colleagues and safety personnel. Certain services may be limited during an emergency.
- Access to certain areas may be restricted. Withdraw from the area until it is safe to enter. Your safety should be your primary concern.
- If applicable, follow procedures for hazardous materials emergencies (see next section).



Hazardous Materials Release Procedures

Hazardous materials releases occur without warning. The person who initially discovers the release or spill should immediately call 9-1-1 and give detailed information. After Security and the Fire Department make an assessment of the situation, they will instruct building occupants of any actions required to ensure their personal safety. The location and degree of severity of the incident will help determine the appropriate actions to be taken.

Fire department personnel will evaluate the incident, and the Incident Commander will determine the appropriate action to be taken by persons in the immediate area. Several factors such as the wind speed and direction, time of day, and effects of weather—will determine the need for evacuation or other corrective actions. All decisions regarding life safety responses will originate from Security, management, and the fire department.

What to Do if You Suspect a Hazardous Materials Release:

- Notify emergency responders by dialing 9-1-1.
- Report information about the incident. Give your name, the exact location of the material released,

and your telephone number. Report any injuries. Identify the source, quantity, and nature (liquid, powder, gaseous) of materials involved, if known. Describe the effects of the spill or release (i.e. the activity of the hazardous material if it is being dispersed and where noxious fumes etc.).

- Assist injured or contaminated persons. Remove them from the area if safe to do so.
- Evacuate the immediate area if necessary and keep others away. If fumes are being produced, restrict access to the area. Move away from the hazard and take your personal belongings. Do not enter a restricted area to retrieve your belongings.
- Avoid spreading contamination.
- Rumors are dangerous. Speak only the facts you know. Emphasize the positive aspects. Your attitude will affect the attitudes of those around you.
- Stay clear of arriving emergency vehicles and personnel. Make yourself available for questioning by emergency personnel and carefully document all details immediately.

What to do if a Person is contaminated by a Chemical:

- Remove all contaminated clothing.
- Flush skin or eyes with cool water immediately for 15-30 minutes.
- Dial 9-1-1 for immediate medical attention.
- Safely locate and identify the chemical and be prepared to show it to emergency personnel.

What to Do if You Are Told to Shelter-In-Place (Outdoor Release)

In the event of a short-term chemical release outside of the building, the prudent course of action is to remain inside. Do NOT exit the building. Follow these guidelines:

- Listen to and follow all instructions given over the public address system.
- Building Engineering will turn off all fans and HVAC systems in the building.
- Security will control building entry and exit points. Do not enter stairwells or open exterior doors.
- Close all exterior office doors and move to interior offices and common corridors.
- Seal all gaps under office doors and vents with wet towels or tape.
- Stay calm and wait for further instructions from Security.
- If you smell fumes, breathe through wet towels.
- Evacuation monitors should conduct a head count, assess the need for medical assistance and provide a missing persons or injuries to Cencom by dialing 271-1005.

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Power Failure Procedures

If a power failure occurs, observe the following guidelines:

- Raise window blinds to let in outside light.
- Check to see if the situation you are experiencing is shared by your neighbors.
- Report all injuries promptly and seek proper medical attention without delay.
- Stay where you are unless told to evacuate. Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. The elevator will cease operation, but will not fall. Do not force open the doors or try to escape through the roof hatch. Do not panic. Emergency personnel will be summoned to assist you in exiting the elevator.
- Security or management will advise you as soon as possible regarding the duration and cause of the power failure.



Emergency Assistance for Disabled Persons

When responding to assist a person with a disability or physical condition, identify yourself and your purpose for being there. Allow the individual the opportunity to establish your position before you continue. Describe your actions both before and as you assist them. During an evacuation follow these procedures:

- Evacuation monitors will assist in relocating persons needing assistance.
- Never attempt to evacuate a person in a wheelchair down a stairway. Move the person while in the wheelchair to an Area of Refuge. Use a stair chair to evacuate the individual. Stair chairs are located on the third floor of the Administration Building and the Courthouse.
- A service animal must be evacuated together with the owner.
- Provide verbal instructions and information for people with impaired vision.
- Turn lights off and on to attract the attention of people with hearing limitations.
- Keep a calm demeanor. A demand for immediate action can cause insecurity and fear. Keep your focus and concentrate. Be patient. Speak clearly and directly about the emergency.
- Uncertainty and lack of control inherent to emergency situations can be very disorienting. Isolate individuals who are panicking and deal with them in simple, firm, and clear language.



Severe Weather Procedures

SEVERE THUNDERSTORM WARNING

A Severe Thunderstorm Warning indicates severe thunderstorms are currently occurring in your area.

- If you are in the building, STAY INSIDE, do NOT evacuate.
- Keep away from windows and the exterior of the building.
- Assist any disabled persons in the area in moving to a safe place.
- Report any damage, safety hazards or injuries by dialing 9-1-1.

TORNADO WARNING

A Tornado Warning indicates a tornado has been sighted or indicated by weather radar.

- If you are in the building, STAY INSIDE, do NOT evacuate.
- Do not use the elevators.
- Seek shelter in the lowest level of your facility (see Shelter Location Annex)
- Keep away from windows and the exterior of the building. Move to an interior hallway or room.
- Assist any disabled persons in the area to move to a safe place.
- Report any major damage, safety hazards, or injuries by dialing 9-1-1.

Shelter Locations

Road Department

1204 SW 14th St., Bentonville

Public Services Bulilding-County Cooperative Extension Office interior offices

Road Department East

17900 Dennis Mitchel Rd., Garfield Restroom

Road Department West

200 Spavinaw Ave., Decatur

Women's Restroom

Public Defender

1204 SW 14th St., Bentonville

Client Conference offices and inner offices that don't have windows

Election Commission

1204 SW 14th St.. Bentonville

County Cooperative Extension Office interior offices

Assessor's Annex

221 S. Main St., Bentonville

Break Room

Environmental & Planning

905 NW 8th St., Bentonville

Interior Offices

Juvenile Justice Center

1301 Melissa Dr., Bentonville

Interior hallway between courtroom and JDC (secured area)

Gravette Assessor & Collector Annex

901 1st Ave SW, Suite C

Closets behind counter

Siloam Springs Assessor & Collector Annex

707 Lincoln St., Siloam Springs

Kitchen

Siloam Springs Clerk's Annex

707 Lincoln St., Siloam Springs

Restroom

Siloam Springs Health Department

101 W. University St., Siloam Springs

Pharmacy, restroom, and hall (if needed)

Rogers Office

1428 W Walnut, Rogers

Hall and restrooms behind archives

Sheriff's Office

1300 SW 14th, Bentonville

Jail (secured area)

Administration Building

215 E.Central Ave., Bentonville

Basement hallways (secured area)

Courthouse

102 NE A, Bentonville

Hallway in old jail (secured area)

Division 6 Courtroom

202 E Central Ave., Bentonville

Long hallway beside courtroom

Division 2 Courtroom

210 NE 2nd, Bentonville

Basement (secured area)



Fire Prevention

COMMON-SENSE FIRE PREVENTION

- Do not let paper accumulate in your office or in storage areas. Pay special attention to housekeeping in areas where discarded paper accumulates, such as storage areas, copy rooms, or kitchens.
- Make sure electrical cords are in good condition. Inspect them periodically and replace them, or report frayed cords to facilities maintenance at 271-1046.
- Use surge-protected power strips in place of extension cords.
- Use of space heaters is strongly discouraged.
- Store all flammable liquids in a cool, safe location.
 Do not store large quantities of flammable solvents.
- To ensure ease of evacuation in an emergency, keep all hallways and stairwell exits free of boxes and trash.
- Blocking fire doors open is a direct violation of the Fire Code and will allow smoke and fire to spread throughout the floor. Do not block open fire doors at any time.
- Make sure all electrical equipment is turned off before you leave at the end of the day. This includes coffee pots, copiers, typewriters, computers, and printers.

• Use care when using microwave ovens to prevent burning food or contents.

FIRE DRILLS

The Fire Marshal will schedule fire drills at least once a year.

EVACUATION MONITOR RESPONSIBILITIES

- Review the "Fire Emergency Procedures" chapter of this manual with other building occupants and make sure that all functions and responsibilities are carried out during the drill.
- Check individual and team response to the fire area and verify status of occupants.
- Communicate issues or problems to Management.



Workplace Violence

Workplace violence can take many forms. Learn to identify the specific behavior that should be reported to your supervisor:

- Any behavior that is physically threatening to yourself or another person.
- Behavior or actions that a reasonable person would interpret as potentially violent (verbal threats, throwing objects, waving fists, destruction of personal property).
- Any substantial threat to harm another person, destroy property, or in any way endanger the safety of employees.
- Behavior that might signal emotional distress and potential violence (severe mood swings, impulsive or intimidating behavior, yelling).

If a person's behavior becomes inappropriate:

- If you feel you are in imminent personal danger, leave the area if possible.
- Notify Security via CENCOM by dialing 9-1-1 from a landline phone or activating your duress alarm.

If a person enters your work area with a weapon:

- Get into the nearest room, out of sight of the shooter, and lock doors.
- Hide under your desk or in a far corner of your office.
- Keep still –stay silent and listen.
- Stay in your hiding place and listen for instructions or rescuers.
- Dial 9-1-1 or activate your duress alarm

Common¬sense rules in a dangerous situation:

- Trust your instincts. If you are afraid, you probably have a good reason.
- Take all threats seriously.
- Try to create physical space between you and the person threatening you.

Benton County Division of Public Safety 215 E Central Ave. Bentonville, AR 72712

Tel: 479-271-1004 Fax: 479-271-1084

Web: www.bentoncountyar.gov

